

# ADMISSION INFORMATION

## ADMISSION ELIGIBILITY

To be eligible for Las Positas College admission, the student must be at least 18 years old or have one of the following:

- U.S. High School Diploma
- General Education Degree (GED)
- California High School Proficiency Certificate

Apply online at [www.laspositascollege.edu](http://www.laspositascollege.edu).

STUDENT	APPLICATION PROCEDURES
NEW	Apply online.
RETURNING (FORMER)	Reapply online if you last attended more than two terms ago (excluding Summer).
CONTINUING	Do not reapply if you were enrolled in Fall 2016.
INTERNATIONAL	Visit the International Student Program's website for additional application procedures.
CONCURRENT ENROLLMENT	See application instructions on page 115.

## UNDER 18 YEARS OF AGE

If you are under eighteen years of age, you must submit proof of high-school graduation or the U.S. equivalent when applying for admission.

## CLASSIFICATION OF STUDENTS BASED ON UNIT LOAD

The following classifications have been established:

- Full-time student . . . . .Registered for 12 or more units
- Three-quarter student . . . .Registered for 9.0 to 11.5 units
- Half-time student . . . . .Registered for 6.0 to 8.5 units

## RESIDENCY

State law requires that students give evidence of physical presence in California for one year, and their intent to make California their home state for other than a temporary period. Military veterans may be eligible for a tuition exemption based on VACA (Veterans Access, Choice and Accountability Act) criteria. For additional information, please contact Todd Steffan, Veterans First Coordinator, at (925) 424-1571, or email: [tsteffan@laspositascollege.edu](mailto:tsteffan@laspositascollege.edu). Students must furnish all information required on the Application for Admission and residency documentation may be requested. Non-residents of California are required to pay a tuition fee. For further information concerning residence status, please contact the Office of Admissions and Records at (925) 424-1500.

A California Non-Resident Tuition Exemption may be granted to certain non-resident students who meet the exemption requirements set forth in Assembly Bill 540. Contact the Office of Admissions and Records at (925) 424-1500 for further information. All questions concerning residence status should be referred to the Office of Admissions and Records.

## RESIDENCE DETERMINATION DATE

The day immediately preceding the opening day of instruction of the semester, as set by the district governing board, during which the student proposes to attend a college (Title 5, Sec. 54002).

## NON-CITIZENS OF THE UNITED STATES

Non-citizens of the United States must present their alien registration card in person at the Admissions Office when applying. Students who were born in a foreign country and are now U.S. citizens must provide proof of naturalization. Non-immigrant students currently living in the United States on a visa must present their passport when they apply.

## VETERANS FIRST PROGRAM

### Advocacy, Commitment, and Service

The Veterans First Program provides support services to those who have served, currently serving in the armed forces, and also dependents and/or spouses of Veterans. The program provides Academic Veterans counseling, assistance with educational benefits certification, scholarships, book grants, community referrals, financial coaching, VA Health Care, and many other support services. We are primarily responsible for administration of Veterans Educational benefits programs. In addition, we provide other resources and contacts, such as career planning, financial aid, transition counseling services, and other needed services for our returning Veterans.

### Veterans Resource Center (VRC)

The Veterans Resource Center, Bldg. 1310, is a place for Veterans Active Duty, Reservists, and their Spouse/Dependents to study, relax, and connect with other student veterans and the college community. The Veterans First Program is located at the VRC and is designed to assist the veteran with a successful transition from Military to College.

The VRC includes –

- Lounge – large screen TV, PS3/ XBOX 360, Food, Refreshments
- Study Room – Projector, computer, white board, a quiet place to study
- Computer Room

Contact the Veterans Program at <http://www.laspositas.college.edu/veterans>  
Tel: 925.424.1571/1572

**Veterans, Would you like to avoid driving the Altamont on your way to Las Positas College? You may be eligible for a free monthly ACE train and Wheels bus pass. Contact the Veterans Resource Center, Building 1310.**

### Online Veterans Counseling and Support Services

*Live far away from campus? Currently active on a base, out of the state, or out of the country and can't come to the college? Need academic advising or questions on benefits and services for Veterans? The Veterans First program now offers face-to-face assistance via online, utilizing Zoom. For more information to connect via Zoom, please e-mail [TSteffan@laspositascollege.edu](mailto:TSteffan@laspositascollege.edu) or [JCalderon@laspositascollege.edu](mailto:JCalderon@laspositascollege.edu)*

## VETERANS EDUCATIONAL BENEFIT

Veterans and dependents wishing to use educational benefits provided through the Department of Veterans Affairs must first apply for admissions to Las Positas College. Basic chapters of educational benefits include: Chapter 33 - Post 9/11 GI Bill, Chapter 30/1606 – Montgomery Bill (Active Duty/Selective Reserves), Chapter 31 – Vocational Rehabilitation, Chapter 33 - Transfer of Entitlement (Post 9/11 benefits transferred to spouse/dependent, and Chapter 35 – Dependent/Spouse Education Assistance. After applying for admission, follow the steps below:

1. Apply for VA Educational Benefits online at [www.gibill.va.gov](http://www.gibill.va.gov).
2. Complete Las Positas College online orientation.
3. Submit a copy of your DD-214 or military orders to the LPC Veterans First Office.
4. Complete Math and English Assessment.
5. Submit all official, sealed college and military transcripts to Admissions & Records.
6. Choose a major and meet the LPC Veterans Coordinator to discuss benefits and services.

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- Take advantage of your priority registration. If a Veteran, Active Duty, and/or Reservist be sure to complete the SSSP Core Service requirements. Register online or at the Online Service Center.
- Complete the Enrollment Certification form at LPC Veterans First Office.
- Apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**NOTE:** Dependents and/or spouses of Veterans do not qualify for priority registration. Priority registration is not an automatic process. Veterans must complete each SSSP Core Service (assessment, orientation, student education plan).

## PRIORITY REGISTRATION FOR VETERANS, ACTIVE DUTY, and/or RESERVIST

Priority registration is provided to any member or former member of the Armed Forces of the United States who has received an honorable discharge, a general discharge, or an "other than honorable discharge". Reservists and/or active duty without a DD-214, must provide military orders showing proof in the Armed Forces of the United States. In addition, per SB-1456, students must have completed: College online orientation, assessment, developed a student education plan, be under 100 units (exceptions for some high unit majors), and have a GPA of 2.0 or higher for continuing students. Please refer to Admission guidelines for priority registration on pg 116. Military veterans may be eligible for a tuition exemption based on VACA (Veterans Access, Choice and Accountability Act) criteria. For additional information, please contact Todd Steffan, Veterans First Coordinator, at (925) 424-1571, or email: [tsteffan@laspositascollege.edu](mailto:tsteffan@laspositascollege.edu).

## INTERNATIONAL STUDENTS

Las Positas College values diversity and welcomes international students.

Las Positas College is authorized under federal law to enroll nonimmigrant alien students (F-1 and M-1 visa). Students seeking admission to Las Positas College must complete an international student supplemental application packet and submit academic transcripts or certificates, TOEFL or IELTS exam results, evidence of financial support and health examinations. Information on specific language proficiency requirements and amount of adequate financial support may be found at [www.laspositascollege.edu/international/index.php](http://www.laspositascollege.edu/international/index.php). Las Positas College will make every effort to advise prospective international students of their admission status as soon as possible after receiving the required documents. International students are encouraged to apply as far in advance of the desired entry date as possible to allow sufficient time for application processing and other arrangements.

For details or to download the application, please visit the International Student Program's website:

[www.laspositascollege.edu/international](http://www.laspositascollege.edu/international)

Contact the International Student Program at 925.424.1540 for more information.

## CONCURRENT ENROLLMENT PROGRAM

Las Positas College provides opportunities for minor students in 10th, 11th, and 12th grades to enroll in college-level, degree-applicable courses for advanced scholastic or advanced vocational purposes.

	APPLICATION DEADLINE	REGISTRATION DATE
<b>SUMMER 2017</b>		
1 <sup>st</sup> 5 week session	May 23	May 19 <i>if all required forms are complete and submitted by May 5<sup>th</sup></i>
8 week session	June 5	
6 week session	June 12	
2 <sup>nd</sup> 5 week session	June 29	
<b>FALL 2017</b>		
<i>(all sessions)</i>	July 31	Jun 19

## ELIGIBILITY

To be eligible to participate in the program, students must:

- Have written parental approval.
- Limit enrollment to advanced scholastic courses.
- Be pre-approved by the Principal/Counselor to pursue specific courses. (CA Ed Code, sections 48800, 48800.5, & 488802)

## SPECIAL ADMISSION PROCEDURES

Students should begin the process for concurrent enrollment early. To enroll concurrently at Las Positas College, follow these procedures:

- Complete the Las Positas College admission application online at [www.laspositascollege.edu](http://www.laspositascollege.edu).
- Complete the (1) Recommendation for Concurrent Enrollment and (2) Parent/Guardian Form
- Submit your current High School transcript. Students attending home school should also submit a copy of their R4 Affidavits. (CA Ed Code, section 33190)
- Submit all required forms in one packet. Packets may be submitted in-person at the Admissions and Records Office or by mail (Las Positas College, ATTN: Concurrent Enrollment, Admissions and Records Office, 3000 Campus Hill Drive, Livermore, CA 94551).
- You will be sent an email notification of your approved recommendation and will be cleared to register online via CLASS-Web or The ZONE.

## FEES

Enrollment fees are waived for students in the concurrent enrollment program. However, the \$1.00 Student Representation Fee and the Health Services Fee of \$17 for Fall and Spring and \$14 for Summer semester is mandatory. International, non-resident, and out-of-state students will be assessed tuition of \$245 per unit.

## REGULATIONS

- Concurrently enrolled students will be permitted to enroll in a maximum of 11 units per semester for Fall and Spring, and a maximum of 6 units for Summer.
- Students will be treated as regular college students and are expected to comply with all college rules and regulations.
- At the completion of the course, the student receives college credit.
- Students must arrange for their own transportation to and from the college and provide their own books and equipment.

For more information, please visit our Concurrent Enrollment website at:

[http://www.laspositascollege.edu/admissions/high\\_school.php](http://www.laspositascollege.edu/admissions/high_school.php)

# PRIORITY REGISTRATION

Your registration priority group and registration date will be determined by the completion of the 3 Core Services (Assessment, Orientation, and Student Education Plan), the number of units completed and in-progress at Chabot-Las Positas Community College District, and maintaining Good Academic Standing.

The California Community College Board of Governors approved a policy change to establish system-wide registration priorities in an effort to improve student success. The new regulations are designed to ensure that classes are available for students seeking job training, an associate degree or transfer, and to reward students who are making academic progress towards their academic goals.

Under the new regulations, new students who have completed college assessment, orientation, and developed education plans, as well as continuing students in good academic standing who have not exceeded 100 units (not including units in basic English, math or English as a Second Language), now have enrollment priority over students who do not meet these criteria. Students now register for courses according to an enrollment priority system as defined by Title 5 regulations and the Chabot-Las Positas Community College District.

Registration appointments are emailed to your ZONEmail account			Student Success & Support Program (SSSP) Core Services		
REGISTRATION DATE	PRIORITY GROUP (highest to lowest)	PRIORITY GROUP DESCRIPTIONS	ASSESSMENT	ONLINE ORIENTATION	STUDENT EDUCATION PLAN
4/18	09	<b>State-mandated enrollment priority groups:</b> VETERANS, EOPS, DSPS, and CALWORKS, FOSTER YOUTH students in good standing with less than 100 degree-applicable units and who have <b>completed 3 Core Services</b> .	✓	✓	✓
4/20	08	<b>College priority groups:</b> ATHLETES, TRIO/Excel & Aspire (Chabot) students in good standing with less than 100 degree-applicable units and who have <b>completed 3 Core Services</b> .	✓	✓	✓
4/24	07	CONTINUING students in good standing with less than 100 degree-applicable units who have <b>completed 3 Core Services</b> .	✓	✓	✓
5/6	06(a)	EARLY ADMISSION: High school graduating seniors who have been accepted into the program and who have <b>completed 3 Core Services</b> .	✓	✓	✓
5/8	06(b)	NEW students who have <b>completed 3 Core Services</b> .	✓	✓	✓
5/9	06(c)	RETURNING students in good standing with less than 100 degree-applicable units and who have <b>completed 3 Core Services</b> .	✓	✓	✓
Registration dates for students who DID NOT complete all 3 Core Services:					
5/10	05	<b>State-mandated enrollment priority groups:</b> VETERANS, EOPS, DSPS, and CALWORKS, FOSTER YOUTH students in good standing with less than 100 degree-applicable units and who have <b>NOT completed 3 Core Services</b> .	Core Services Incomplete		
5/11	04	<b>College priority groups:</b> ATHLETES, TRIO/Excel & Aspire (Chabot) students in good standing with less than 100 degree-applicable units and who have <b>NOT completed 3 Core Services</b> .	Core Services Incomplete		
5/12	03	CONTINUING students in good standing with less than 100 degree-applicable units who have <b>NOT completed 3 Core Services</b> .	Core Services Incomplete		
5/16	02	CONTINUING students who have been on <b>ACADEMIC</b> and/or <b>PROGRESS PROBATION</b> for two consecutive semesters and/or who have been placed on Academic/Progress Dismissal.			
5/16	01	CONTINUING students with <b>OVER 100 DEGREE-APPLICABLE UNITS</b> .			
5/17	00	<b>OPEN ENROLLMENT:</b> NEW and RETURNING students who have <b>NOT completed 3 Core Services</b> , and students admitted to the College after all other groups have registered.			
5/19 (Summer) 6/19 (Fall)		HIGH SCHOOL CONCURRENT ENROLLMENT students (based on availability and funding).			

## HOW TO CHECK YOUR PRIORITY REGISTRATION STATUS

1. Login to your CLASS-Web account
2. Select the "Check Your Priority Registration Status" menu item
3. Select campus, select term, click "Submit"

## HOW TO READ YOUR PRIORITY NUMBER

**Example: If Priority Number is 070459:**

- First two digits (07) are the Priority Group number explained in the table above.
- Next three digits (045) are the units completed as of the prior term, plus current term enrollment
- Last digit (9) is a random digit.

# REGISTRATION PROCEDURES

## COURSE POLICY

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of this Division of Matriculation Regulations.

## ADDING CLASSES

Instructors will issue add authorization numbers to students in the order that they appear on the Waitlist. After Waitlist students have been accommodated, the instructor may add any remaining students by priority number.

1. Go to [www.laspositascollege.edu](http://www.laspositascollege.edu).
2. Login to CLASS-Web.
3. Select the Student Services tab.
4. Click the Registration link.
5. Click the Add/Drop Classes link.
6. Select the term and click the Submit button.
7. Enter the course registration number (CRN).
8. Click the Submit Changes button.

Students who are on the Waitlist and wish to add should attend the first class. Instructors will issue add authorization numbers to students in the order that they appear on the Waitlist. After Waitlist students have been accommodated, the instructor may add any remaining students **by priority number**.

Students who have received an add authorization number from the instructor may then enter the 4 digit add code via CLASS-Web or The Zone. The student must add the class by the add deadline (see Academic Calendar on page 3 for this date).

## DROPPING CLASSES

Students are responsible for dropping or withdrawing from classes. Failure to follow the withdrawal procedures may result in a grade of "F" or "NP."

Students who drop before the NGR deadline date, will not have a notation grade appear on their transcript.

Use CLASS-Web or The ZONE to drop any classes. If a class is canceled or a drop occurs before the drop with NGR deadline, the student may apply for a refund through the Admissions and Records Office.

## CLASS WITHDRAWAL WITH "W"

Students are responsible for dropping or withdrawing from classes. Use CLASS-Web or The Zone to withdraw from classes prior to the "W" deadline date. "W" grades are subject to all fees and/or tuition. "W" grades do not affect student's GPA. Excess "W" notations, however, may result in poor progress or dismissal status and may affect financial aid, athletic eligibility, and/or priority registration.

Note: Instructors have the option of dropping students who (a) do not attend either of the first two class meetings or (b) have excessive absences (four consecutive or six cumulative hours).

### HOW TO CHECK THE DROP, PASS/NO PASS, & WITHDRAWAL DEADLINE FOR A COURSE

1. Log into "CLASS-Web"
2. Select the "Student Services" tab
3. Click the "Registration" link
4. Click the "Check Class Deadlines" link
5. Enter the CRN for the course

## COMMON REGISTRATION ERROR MESSAGES

EXCESS UNITS	Students are eligible to take up to 18 units. If a student wishes to take more than 18 units he/she must consult with a Counselor.
CLASS OVERLAP	If a class overlaps with another class, the student must request a Class Overlap card at the Admissions and Records Office. The card must be completely filled out by the instructor and signed off by the Dean. The student must then return the completed card to the Admissions and Records Office.
REPEAT LIMIT EXCEEDED	The student must consult with the Counseling Division. (Refer to page 117 for more information.)
PREREQUISITE NOT MET	The student must consult with the Counseling Division. Refer to page 118 for more information.

## REPEATING A COURSE

The California Title V Regulations, as amended, determine the conditions and processes related to repetition, enrollment, and apportionment limits at California Community Colleges. An "Enrollment" occurs when a student receives an evaluative OR non-evaluative symbol on their official transcript per §55023 (A, B, C, D, F, FW, P, NP, NC, CR OR W, I, IP, RD, MW). Only a Military Withdrawal (MW) does not count toward "enrollment."

Unless a course is noted as "repeatable", on the official course outline, the student who receives a satisfactory grade (C, P, or higher) cannot repeat the course, unless an exemption applies per §55042(b). If a student receives a sub-standard grade and/ or withdraws from the course, the student is allowed to enroll in that course TWO more times (for a total maximum of THREE enrollments) per §58161. California Title V Regulations specify the circumstances under which a student may repeat a course per sections 55040-55045.

Only three kinds of courses can indicate the course is repeatable on the course outline of record (55040). Courses for:

- Intercollegiate Athletics (any course with an ATHL rubric)
- Intercollegiate competition type courses like Forensics in Communication Studies
- Any course(s) required as lower division preparation to for a major at the UC/CSU (typically designated Music classes)

### Procedures for Course Repetition

For all other requests to repeat a course where the student has been blocked due to exceeding the limit of 3 attempts, or another reason needs to submit a Petition to Repeat a Course to the Dean of Student Services or designee. This document is required for approval of repetitions beyond the limits noted in California Title V Regulations. Documentation may be required depending on the reason for the Petition to Repeat.

The following are the specific elements that may be addressed on the Petition to Repeat a Course:

**A. Significant Lapse of Time** – (per 55043 & 55003) A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND:

1. there is an established recency prerequisite established by the course curriculum; or,
2. there is an established recency requirement as established by a transfer institution

**B. Extenuating Circumstances** (per 55045)— A previous grade resulted from verified extenuating cases of accidents, illness, or other circumstances beyond the control of the student. Describe below the accident, illness or circumstance beyond your control. Documentation is required that supports the extenuating circumstance.

**C. Special Course Repetition** (per 55040 and 56029) —A student with a disability repeating a special class for students with disabilities based on an individualized determination that such repetition is required as a disability-related accommodation for that student. Check with Disabled Students Resource Center (DSRC) for verification of disability.

**D. Extraordinary Conditions** [(per 55024(a)(10))—One of previous three enrollments noted on student transcript resulted due to fire, flood, or other extraordinary conditions (per 55024 & 58509) OR if the District was unable to keep the college open for at least 175 days



# POLICIES & PROCEDURES

due to fire, flood, epidemic, emergency created by war, or other major safety hazards (per 58146).

**E. Legally Mandated Training** [(per 55041(b) & 58161(c) (1)] — Necessary to meet legally mandated training requirements as a condition of paid or volunteer employment. Significant Change in Industry or Licensure Standards [(per 55040(b) (9)]—and condition of paid or volunteer employment. Documentation is required from the agency or place of employment or prospective employer.

**F. Military Withdrawal** [(per 55024(d)(1)]—A student on active or reserve duty in U.S. Military received orders compelling withdrawal. Upon verification of orders, enrollment does NOT count in maximum number of enrollments nor withdrawals.

**G. Portion of Variable Unit Open Entry/Open Exit Credit Course** (per 55044)—Enrollment required to complete ONE TIME the entire curriculum of the variable unit course as described in the course outline of record. May NOT repeat any portion of the course, unless it is a) legally mandated, b) a special class for students with disabilities, c) justified by extenuating circumstances above, or d) to alleviate substandard work recorded for that portion of the variable unit course.

**H. Cooperative Work Experience** [(per 58161 (c)(4) & 55252)]—Enrollment in a cooperative work experience course.

When a student has repeated a course and earned a passing grade of A,B,C,D, or P, he or she may petition the Dean of Enrollment Services to count, for grade point calculation only, the most recently earned grade. The “Petition For Use Of Most Recent Grade in a Repeated Class” is available at the Office of Admissions and Records. Physical Education activity courses may not be repeated for a higher grade.

Student are advised that both the original and subsequent grade will remain on their transcript and that in transferring to another institution, they may be held responsible for all units attempted.

## Course Repetition: Special Circumstances

Students may not repeat a course in which they received a passing grade of A, B, or C. However, under specific conditions, the Dean of Student Services or designee may permit the repetition of courses for which a grade of “C” or better has been received.

These conditions are:

- When the student’s previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student;
- When a student should repeat a course because there has been a significant lapse of time - A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND:
  - a. There is an established recency prerequisite established by the course curriculum; or,
  - b. There is an established recency requirement as established by a transfer institution
- When it is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

California Education Code (Title V, Section 55763) states that grades awarded for courses repeated under these specific conditions shall not be counted in calculating a student’s grade point average.

## PREREQUISITES

A prerequisite is a requirement that must be completed prior to the registration of a course. For instance, Math 65 must be taken before Math 55; Math 65, in this case, is the prerequisite for Math 55.

*Students are responsible for meeting prerequisite(s) wherever listed. Please note that Las Positas College’s registration system, CLASS-Web or The ZONE, recognizes only prerequisites completed at Las Positas College.*

## COURSE PREREQUISITE POLICY

Prerequisite means the preparation or previous course work considered necessary for success in the course. The college requires students to complete prerequisites as pre-enrollment preparation. Prerequisites, which are listed in the College Catalog, include:

1. Courses for which specific prerequisites have been validated.
2. Sequential course work in a degree-applicable program.
3. Courses in which a prerequisite is necessary for transfer to a four-year college.

## PREREQUISITE OVERRIDE POLICY

Official transcripts are not evaluated upon receipt by the Admissions and Records Office. If a student completed an equivalent course at another institution, s/he must submit a Prerequisite Override Request to the Counseling Department.

1. Bring your unofficial transcript(s) showing successful completion of equivalent prerequisite coursework to the Counseling Department.
2. Request from the Counselor on duty that you need to override the prerequisite for the course you wish to take.
3. Complete the top portion of the override form and return it to the Counselor with your transcript(s). You will be contacted when the evaluation process is completed.

## WITHDRAWING WITH EXTENUATING CIRCUMSTANCES

Students may withdraw from a class with extenuating circumstances after the Withdrawal deadline date. Students need to obtain an (1) *Extenuating Circumstances Petition Card* from the Admissions and Records Office, (2) Contact the instructor to request the instructor’s signature and the grade earned at the time the extenuating circumstance began, (3) Return the completed, signed request card with appropriate documentation to the Admission and Records Office. Circumstances that will be considered are acute medical problem, acute personal or family problem, employment related problem, or other similar circumstances preventing a student from completing the class.

## ACADEMIC AND PROGRESS PROBATION

There are two types of probation: Academic and Progress. Students placed on probation may be required to meet with a Counselor to identify the deficiencies that created the probation status, determine what actions are needed to resolve the problem, and to develop a course schedule for the upcoming semester.

## RE-ADMISSION FROM DISMISSED STATUS

Students who have been dismissed from Las Positas College for scholastic reasons may be readmitted if eligible under College policy outlined in the College Catalog. After completing the online application, students must submit a “Petition for Admission from Dismissed Status” to the Counseling Office, Bldg 1600.

## STUDENT COMMUNICATION VIA ZONEMAIL ACCOUNT

All admitted students are given a student email account through The ZONE web portal. All messages from the College are sent to this account. Registration dates will be emailed to your ZONEmail account. As you complete your SSSP (Student Success and Support Program) 3 core services, you may be eligible for an earlier registration date than previously assigned. Please check your ZONEmail regularly for important notices from the College.

- Go to [www.laspositascollege.edu](http://www.laspositascollege.edu)
- Click on “The ZONE”
- User ID: use your W number  
PIN: Same six-digit pin used for CLASS-Web
- Log in and click “What is my college/district email address?” link under “Quick Check”
- Click the Email icon and log in with the email as your username, and password (same six-digit pin used for The ZONE and CLASS-Web)

Instructions on how to forward your ZONEmail to your personal email are located on page 5. In addition to registration date notifications, students will also receive waitlist information, instructor emails, Financial Aid notifications, and general College information.

## AUDITING

Auditing is permitted only for the following specific classes: Senior Community Choir, Community Choir, and Chamber Music Ensemble. The fee to audit is \$15.00 per unit.

# WAITLIST & CLASS ADD PROCEDURES

## **ADD AUTHORIZATION NUMBERS**

The Add Authorization Number reserves your seat in the class. To avoid waiting in line, we recommend that students register via the internet in the comfort of your own home. Courtesy computers are also available in the Online Service Center (OSC), Rm 1672. The Add Authorization Number is only valid for a short period of time, so DON'T DELAY!! If you wait until after the course add deadline, you will be required to obtain a "LATE ADD FORM" at the Admissions Office, Rm 1670.

## **HOW COURSE "ADD" PRIORITY IS DETERMINED**

Only the last four digits of the priority number are considered by an instructor at the beginning of each course when determining "add" priority for additional students. The "add" priority number for new students will be zero for their initial semester of enrollment. Students may attempt to add into open classes during the add period at the beginning of a term or session. Students are generally added from highest to lowest priority number.

## **WHAT IS A WAITLIST?**

Waitlist is an automatic registration feature in CLASS-Web that goes into effect when a class is closed and has reached its enrollment limit.

## **WHAT DO STUDENTS NEED TO KNOW TO GET ON THE WAITLIST FOR A CLASS?**

1. **ALL NOTIFICATIONS FOR WAITLIST WILL BE EMAILED TO THE STUDENT'S ZONEMAIL ACCOUNT.** (see pg 5 for Zonemail forwarding instructions)
2. If a CRN has a waitlist, when students register online on CLASS-Web, they are prompted automatically online to sign up for the waitlist if the class is closed.
3. Students' registration priority determines when they can register and also when they can add themselves to a waitlist.
4. Students are placed on the waitlist on a first-come, first-served basis.
5. Students can also remove themselves from the waitlist online at any time.
6. Students can monitor their position on the waitlist online.
7. Students cannot add themselves to the waitlist if one of the following conditions exist:
  - a. They do not meet prerequisites/corequisites, or have registration holds.
  - b. The waitlist class overlaps in time with classes in which they are already registered.
  - c. They are already on a waitlist for the same class. (However, students may add themselves to waitlists for different classes.)
  - d. Adding to the waitlist puts them over the maximum unit load.
8. If a seat becomes available for a CRN, the student at the top of the waitlist receives a notification email, sent to their Zonemail account, to register for that class within 72 hours. If the student does not take action before the stated expiration date & time, the student loses their spot to the next student on the waitlist.
9. Reminder emails are sent to students via Zonemail to register before the first day of class and again when the waitlist closes for that specific CRN.
10. Students who were notified to register but fail to take action before class starts are instructed to show up for class on the first day to get an add authorization number. For online classes, they are instructed to email their instructor that they are still interested by midnight prior to the first day of class. Students must include course and CRN in the subject line in the email to the instructor.

*For additional information, please refer to the College website at [www.laspositascollege.edu](http://www.laspositascollege.edu) or <http://banner-web.clpccd.cc.ca.us:700/>*

## **LATE REGISTRATION**

### **Classes have already started! What can I do to register?"**

#### **1. Submit an application online:**

by clicking on "Apply Online" from our home page at [www.laspositascollege.edu](http://www.laspositascollege.edu), then go ahead and attend your next class meeting (do not wait for your application to be processed).

#### **2. Attend class:**

- You must obtain an ADD AUTHORIZATION NUMBER from the instructor. Be sure to have your priority number handy.  
**Reminder:** If there is space available, instructors will add according to waitlist priority before issuing adds to non-waitlisted students.
- Enter this 4 digit number on CLASS-Web when prompted to do so in the registration menu.

***Important: Add authorization numbers do not override established prerequisites for a class.***

You may also enroll in "Late Start" courses following the same guidelines. Don't forget that ADD/DROP dates for these courses may vary from regular term courses (see page 117 for instructions on finding course deadlines).

# FEES & PAYMENT POLICY

FEE	AMT	DESCRIPTION <i>(NOTE: Fees are subject to change without notice)</i>
ENROLLMENT FEE	\$46	The enrollment fee for California residents, except those exempt by law, is \$46.00 per unit
NONRESIDENT TUITION	\$245	Non-Residents of California are required to pay a tuition fee of \$245.00 per unit in addition to the enrollment fee (\$46 per unit) and basic fees (\$28). <i>(See refund policy below)</i> . A California Non-Resident Tuition Exemption may be granted to certain non-resident students who meet the exemption requirements set forth in Assembly Bill 540. Contact the Office of Admissions and Records at (925) 424-1500 for further information.
INTERNATIONAL STUDENT TUITION	\$245	The tuition fee for international students, non-immigrant aliens or students on other types of visas is \$245.00 per unit, in addition to the enrollment fee (\$46 per unit) and basic fees (\$28). <i>(See refund policy below.) Failure to meet payment deadlines may jeopardize your F-1 status.</i>
HEALTH SERVICES FEE	\$17 fall/spr \$14 summer	Las Positas College has a mandatory health service fee of \$17.00 for Fall & Spring semester, and \$14 for Summer semester. This fee is used to support health services for all enrolled students. Information on exemptions may be obtained by contacting the Admissions & Records Office located in Building 1600.
STUDENT REPRESENTATION FEE	\$1	A mandatory fee of \$1.00 will be assessed of all students each semester. This fee is used for any purpose related to representing the views of students with governmental bodies.
ASSOCIATED STUDENTS ACTIVITIES FEE	\$10	An optional fee of \$10.00 will be charged each semester. Students paying this fee receive an activity sticker, which provides discounts on student activities. These fees are used to support LPC clubs, scholarships, the Student Center, and other student-related services.
PARKING FEE <i>(Parking fees are subject to change)</i>	\$2 daily \$30 term	Parking at Las Positas College is by permit only. Mandatory daily permits can be purchased for \$2.00 from dispensers located in the parking lots. Term permits for automobiles can be purchased online via CLASS-Web or THE ZONE for \$30.00. (Motorcycles - \$15.00). See page 130 for further parking regulations. Parking regulations will be enforced the first day of classes. Note: A reduced term parking fee of \$20.00 is available for BOGG students.

## DROP FOR NON-PAYMENT DEADLINE

Students who register for classes between: April 18 - May 30 ..... Payment is due by: June 13  
 May 31 - July 12 ..... July 26

**Important: Students will be dropped from their classes if payment is not received by the deadline date.**

## COURSE MATERIALS FEES *(NOTE: Materials fees are subject to change without notice)*

The following chart represents an inventory of Las Positas College courses that have materials, facilities, or certification fees assessed in addition to the regular course fees.

DISCIPLINE	COURSE	TYPE	FEE AMT
Administration of Justice	AJ 9997	Lab/Materials	(see pg. 38)
Emergency Medical Services	EMS 30	Certification	\$7.00
Fire Service Technology	FST 74A	Certification	\$80.00
Kinesiology	KIN 15	Materials	\$27.00
Kinesiology	KIN 17	Materials	\$35.00
Kinesiology	KIN GF1, GF2, GF3	Materials	\$50-\$200
Photography	PHTO 50, 56, 57, 58	Materials	\$20.00
Psychology Counseling	PCN 10	Materials	\$27.00

DISCIPLINE	COURSE	TYPE	FEE AMT
Viticulture & Winery Tech	VWT 45	Materials	\$100.00
Welding Technology	WLDT 61AL WLDT 61BL	Materials	\$70.00
Welding Technology	WLDT 62AL WLDT 62BL	Materials	\$75.00
Welding Technology	WLDT 67A, 67B, 68	Materials	\$40.00
Welding Technology	WLDT 69A WLDT 69B	Materials	\$100.00
Welding Technology	WLDT 70	Materials	\$60.00
Welding Technology	WLDT 71	Materials	\$50.00

## STUDENT FEE PAYMENT POLICY

Fees must be paid in full by the scheduled payment due date or you will be dropped from your classes. Enrollment is conditional. The College reserves the right to cancel your registration. Fees can be paid by the following payment methods:

- 1. Online** - use your credit card by logging into The Zone or CLASS-Web.
- 2. Mail** - send a check or money order for full payment. **DO NOT SEND CASH!**
- 3. In-person** - pay by cash, check or credit card at the Office of Admissions and Records.
- 4. NELNET** - sign up for our online payment plan - see page 121 for details.

## AFTER REGISTERING FOR CLASSES

The College does not issue billing statements after registration. It is up to the student to view their balance on CLASS-Web and pay any fees due by any one of the methods described above. Note: Your enrollment is conditional until fees have been paid in full.

# PAYMENT PLAN & REFUND POLICY



[www.MyCollegePaymentPlan.com/laspositas](http://www.MyCollegePaymentPlan.com/laspositas)

For additional information, call us at 800.609.8056.  
Customer service representatives are available 24/7.

**Drop for Non-Payment Deadline  
FALL 2017**

REGISTER DATE	DUE DATE
April 18 - May 30.....	June 13
May 31 - July 12.....	July 26

<b>Fall 2017</b>			
<i>Payment plan available May 2, 2017</i>			
<b>Target Dates to Enroll By:</b>			
Last day to enroll online	Required down payment	Number of payments	Months of payments
Payments on the 5 <sup>th</sup> of the month			
<b>June 1</b>	<b>none</b>	<b>5</b>	<b>June - Oct</b>
<b>June 23</b>	<b>10%</b>	<b>4</b>	<b>July - Oct</b>
<b>July 27</b>	<b>25%</b>	<b>3</b>	<b>Aug - Oct</b>
<b>Aug 24</b>	<b>40%</b>	<b>2</b>	<b>Sept &amp; Oct</b>
Payments on the 20 <sup>th</sup> of the month			
<b>Aug 24</b>	<b>40%</b>	<b>2</b>	<b>Sept &amp; Oct</b>
<i>Visit our website at</i>			
<a href="http://www.laspositascollege.edu/admissions/FACTSTuitionPaymentProgram.php">http://www.laspositascollege.edu/admissions/FACTSTuitionPaymentProgram.php</a>			

**Payment Methods**

- Automatic bank payment (ACH)
- Credit card/debit card

**Cost to Participate**

- \$20 enrollment fee per semester
- \$30 returned payment fee if a payment is returned

**Simple Steps to Enroll**

- Go to [www.laspositascollege.edu](http://www.laspositascollege.edu)
- Click on CLASS-Web
- Choose Sign On to CLASS-Web and log in
- Click on the e-Cashier link located on the Pay Fees Online/Registration Fee Assessment Page

**ENROLLMENT FEE REFUND POLICY**

Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of class for a regular term class, or by the 10% point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

To apply for an enrollment fee refund, file a REQUEST FOR REFUND form at the Office of Admissions and Records. No refunds will be given to students who withdraw from classes after the no-grade-of-record (NGR) deadline. *(For refund deadlines, see the Academic Calendar on page 3).*

- A \$10.00 processing fee will be subtracted from each enrollment fee refund (with the exception of classes cancelled by the College).
- The student rep. fee, health services, and student activity fee are not refundable.

- Refund checks will be sent by mail approximately 6 weeks after the NGR deadline.
- In addition to the above, Non-resident and International tuition refunds will be given as follows:
  - Prior to the first day of instruction - 90%
  - During the first week of instruction - 75%
  - After the first week of instruction - No refund

**RETURNED CHECK POLICY**

According to California Civil Code Section 1719, the Chabot-Las Positas Community College District will assess a service charge of \$25 for the first check passed on insufficient funds and a \$35 charge for each subsequent check passed on insufficient funds.

**COLLECTION POLICY**

Chabot-Las Positas Community College District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.



# FINANCIAL AID

## Las Positas College offers the following Financial Aid programs to qualified students:

- + State 'BOG-W' Enrollment Fee Waivers
- + Federal Pell Grants (maximum \$5,920/year)
- + Cal Grants B & C (maximum \$1,656/year)
- + SEOG Grants (maximum \$600/year)
- + Full Time Student Success Grants (\$600/year)
- + Federal Direct Stafford Loans (maximum \$10,500/year)
- + Federal Work Study Opportunities

## HOW TO APPLY FOR FINANCIAL AID

(Dept. of Education code 030357) Complete a 2017-18 "FAFSA" (Free Application for Federal Student Aid). Apply online at [www.fafsa.gov](http://www.fafsa.gov). You may also file a 2018-2019 FAFSA beginning October 1, 2017.

## WHEN TO APPLY FOR FINANCIAL AID

It's best to apply before March 2<sup>nd</sup> of the previous school year for maximum aid, but you may apply throughout the entire school year. SEOG and Federal Workstudy is granted on a first-come first served basis, with students who have applied for aid and completed their files by June 1<sup>st</sup> receiving priority until available funds have been allocated.

## YOU MAY QUALIFY FOR A BOG-W FEE WAIVER BY FILING THE FAFSA

If you are a California resident or a qualified AB540 student (per the California Dream Act), you may qualify for a BOG-W FEE WAIVER or a FEE WAIVER REFUND. Students only need to demonstrate \$1104 of financial need to qualify by filing a FAFSA. AB540 students may fill out a paper Fee Waiver Application available at the Financial Aid Office, or fill out a California Dream Act Application at [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp) to qualify. Once your results are received electronically, a fee waiver will automatically be posted on your account if you qualify. For a refund of fees already paid, complete an Enrollment Fee Refund Form at the Admissions Office.

**NOTE: Effective Fall 2016, students who have not met the college's standards of progress (50% overall completion rate and 2.0 cumulative GPA) for 2 prior consecutive terms will lose their eligibility for a BOGW fee waiver per new state regulations.**

## MISSING DOCUMENTATION LETTER

A missing document letter will be emailed to you at your Zonemail address if you appear to be eligible for a Pell grant, once your results are received. Review your financial aid missing requirements and your award info on The ZONE or CLASS-Web. Forms may be downloaded from the Financial Aid Office website.

## AWARD NOTIFICATION

An award notice will be emailed to you (at your zonemail email address) once you have completed your file; you are instructed to review your award on your ZONE or CLASS-Web account.

## MAJOR STATE AND FEDERAL REGULATORY CHANGES

As a result of legislative changes, you should be aware of a number of new requirements for the federal student aid programs. Some of the changes include:

Students are now subject to loss of BOGW Fee Waivers as of Fall 2016. Due to a change in state regulations, students who have not met the college's standards of progress for 2 consecutive terms will lose their eligibility for a BOGW fee waiver.

Students must have a High School diploma or GED to receive financial aid. Passing ATB scores or 6 earned college semester units

are NO LONGER accepted to meet this requirement for students beginning a program of study after 7/1/12.

Effective 7/1/13, new borrowers will be ineligible for subsidized loans once they have reached 150% of their program length.

## COMPLETE WITHDRAWAL & FINANCIAL AID

Federal law requires students repay a portion of the federal funds received if they withdraw before the 60% point of the term. Students who earn 0 units for the term are considered as having withdrawn. If you cannot provide documentation that you attended a class past the 60% point, you may have to repay all or part of your federal aid received during that semester, and you will be disqualified from further aid. A hold will be placed on all academic and financial services until repayment is made.

## CALIFORNIA DREAM ACT

Out-of-state and undocumented students may pay CA resident tuition rates if they qualify under AB540. Effective January 1, 2013, AB131 made this limited pool of students eligible to apply for the CA Board of Governor's (BOG-W) Fee Waiver, entitlement Cal Grants, Chafee Grants and other state aid.

For more info, and links to Dream App, visit:

<http://www.laspositascollege.edu/financialaid/CADREAMACT.php>

### **What financial aid application should you file?**

Citizenship Status	Complete THIS Application
US Citizen - Born in U.S. or Naturalized Citizen (Birth Certificate, U.S. Passport, Naturalization Certificate)	FAFSA
Permanent Resident (Resident Alien card)	FAFSA (Do NOT do Dream App)
Undocumented AB540 (no permanent Social Security Number, or has SS card with "valid for work only", "not valid for employment")	Dream App

Foreign (visa) students and undocumented students who do not qualify for AB540 are ineligible for any form of federal or state financial aid. They may apply for scholarships.

## PELL GRANT LIMITS

**Pell Lifetime Eligibility Used (LEU)** Federal regulations limit students to a lifetime maximum Pell Grant of 12 semesters / six years (or full time equivalent) at any community college, vocational school or four year/bachelor program. Once you reach the 600% Pell LEU, you will be ineligible for any additional Pell Grants. You may view your Pell Grant lifetime eligibility used by logging into NSLDS using your FAFSA ID and view your LEU at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov).

Las Positas College Financial Aid Staff are available to discuss the Lifetime Pell Grant eligibility with you. Please stop by the office or email us at [lpcfinaid@laspositascollege.edu](mailto:lpcfinaid@laspositascollege.edu) from your ZONEmail account and include your student ID.

Keep in mind, especially if you intend to transfer, you may run out of Pell grant eligibility if you used up too much before your transfer.

You may want to consider placing a hold on your pell grant while attending community college if you have received over 300% so that you are sure to reserve 2 - 3 years of Pell for your transfer institution. Most students still require more than two years to complete a program once they transfer. Plan accordingly! To place your pell grant on hold you must complete this form at [http://www.laspositascollege.edu/financialaid/documents/2016-17\\_LPC\\_grantHOLDrequestformforPellGrant.pdf](http://www.laspositascollege.edu/financialaid/documents/2016-17_LPC_grantHOLDrequestformforPellGrant.pdf)

# FINANCIAL AID

## **FRAUD & ABUSE**

The Las Positas College Financial Aid Office has ultimate responsibility in awarding and disbursement of financial aid funds. In the event there are concerns about the accuracy or truthfulness about information or documents provided, the FAO will not disburse aid. If it is determined that a student has attempted or received financial aid by providing false or misleading information, failure to formally withdraw when no longer attending classes, or otherwise manipulating eligibility criteria in an attempt to receive financial aid, all funds received must be repaid, and student will be referred to the U.S. Department of Education, Office of Inspector General Investigation Services for possible investigation and prosecution for fraud.

## **FINANCIAL AID REFUNDS (PAYMENTS)**

**Las Positas College has contracted with BANK MOBILE to facilitate financial aid refunds to our students.**

### **NEW STUDENTS**

When a student first files a FAFSA application for Las Positas College, they are mailed an envelope from Bank Mobile with information about receiving a financial aid refund. Students not eligible for financial aid do not need to take action. Those qualifying for financial aid must follow the instructions in order to select a Refund Delivery Preference, which is a method to receive financial aid payments (refunds).

### **SETTING UP YOUR REFUND PREFERENCE**

When you receive the bright green envelope in the mail, follow the instructions inside and go to [www.laspositasdebitcard.com](http://www.laspositasdebitcard.com) to choose your refund delivery preference.

Students with an existing bank account are encouraged to select the ACH Transfer option which will electronically send funds directly to the student's existing account.

Students who want to open a free checking account with Bank Mobile must click on that box and fill out the requested information to open the account. At that point a debit card will be mailed to you and can take 5-7 days to receive. If a refund has been issued to you, you will have access to a virtual debit card until the actual card arrives in the mail. Your virtual debit card will allow you to make online purchases only.

### **RETURNING STUDENTS**

If you received a Higher One debit card in a previous school year, and you activated your delivery preference, your card will continue to work and you will continue to receive your funds through your chosen refund delivery method. If you previously received a debit card but never activated your account, you must do so if you expect to receive financial aid. If you did not activate your account and you no longer have your card you will need to contact the Financial Aid Office for assistance.

If you applied for financial aid in a previous year and you never received a debit card or you lost it before activating, please contact our office so that we can investigate and ensure you are able to access your refunds.

## **IMPORTANT THINGS TO KNOW**

### **NOTIFICATIONS**

Students receive all email notifications via their ZoneMail email address, directing students to check CLASS-Web or The Zone for missing information, required verification documents, awards and adjustments to awards, and Satisfactory Academic Progress status for financial aid eligibility.

### **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain a term and cumulative minimum GPA of 2.0, and a term and overall completion rate of 67% (units earned divided by units attempted) in order to maintain eligibility for financial aid. Receipt of a federal Pell grant is now limited to a lifetime limit of the equivalent of 6 full-time years (12 full-time semesters). You may review your lifetime eligibility used at [www.nsls.ed.gov](http://www.nsls.ed.gov).

Students are no longer eligible for financial aid when they reach 150% of their program length, measured in attempted units. This is the maximum timeframe to automatically receive financial aid at a two-year college. Program length for AA/AS and transfer programs is always 60 units; 150% of 60 units is 90 attempted units. 150% of eligible certificate programs depends on the specific program length of the individual program. Up to 30 units of 100-level basic skills or 100-level ESL courses are excluded from the count of attempted units. Units transferred to LPC from prior colleges are added to the count of attempted units. Once 150% of the program length is reached, students may only receive additional terms of financial aid if an Excessive Unit Petition is submitted and approved.

### **LOANS**

Loans are available by request and may be limited or denied based on multiple academic criteria and accumulated loan debt. The lender for the Stafford Loan Program is the Department of Education. Required loan counseling and master promissory notes are completed by the student online.

### **PART-TIME ENROLLMENT/DISBURSEMENTS**

Student aid awards are offered/displayed assuming full-time enrollment. A student may be eligible for aid if enrolled part-time; disbursements are prorated for actual enrollment. A student must be enrolled at least half-time to be considered for student loans, FWS and Cal Grants. Students must be full-time to receive an SEOG grant or a Full Time Student Success Grant (FTSSG). The FTSSG is available to all full-time students who are eligible for a Cal Grant.

### **2ND DISBURSEMENT**

Enrollment will be frozen at the time of the 2<sup>nd</sup> major refund authorization each semester, and 2<sup>nd</sup> scheduled refund amounts will be adjusted for changes in enrollment. Per federal regulation, no additional funds will be provided for units added after this date.

### **LATE START CLASSES**

Disbursement for late start classes will occur the week when the late-start class begins. A student must be registered for those units prior to the scheduled 2<sup>nd</sup> refund authorization.

## **CONTACT US:**

Las Positas College Financial Aid Office  
Building 1600  
Phone: (925) 424-1580  
Email: [lpcfinaid@laspositascollege.edu](mailto:lpcfinaid@laspositascollege.edu)

Please refer to LPC's Financial Aid website for further details and guidance at [www.laspositascollege.edu/financialaid](http://www.laspositascollege.edu/financialaid).

Monitor your own financial aid award requirements and status on CLASS-WEB or The ZONE!

**ALL FINANCIAL AID COMMUNICATION WILL BE SENT TO YOUR ZONE EMAIL ADDRESS IN AN EFFORT TO PROMOTE A GREEN CAMPUS.**